

The
MacLEAN METHOD
of WRITING

By
H. B. MacLEAN
/

**PRACTICE
COMPENDIUM
NUMBER 6**

**FOR PUPILS
IN
GRADE SIX**

NAME OF PUPIL _____

SCHOOL _____ DATE _____

MY WRITING SCORE CARD

HOW TO USE THIS SCORE CARD — Your teacher will help you mark this score card each month. After you have written your test, fill in the spaces in the Analytical Chart. Place an X in the space opposite the word which describes your writing. Try to improve each month.

[illegible]

A LETTER TO YOU FROM MR. MacLEAN

Dear Pupil:

You will find many interesting things to write in this Compendium. Study again the instructions, the illustrations, and the model forms. Adopt correct posture and use a free, gliding movement in all your written work and you will become a good penman.

Please follow these instructions for the use of this Compendium:

1. Study the form, slant, and spacing of the drills, letters, words, and sentences in this book.
2. Practise these on the page opposite the models. Write freely, lightly, and neatly.
3. Do not waste space. If necessary, an extra sheet of practice paper may be used. Place it on the open Compendium while you write. This will improve posture and freedom and economize desk space.
4. Compare what you have written with the model forms.
5. After you have had this practice, write the lesson as well as you can under these model forms.
6. Try to write each line a little better than the one before, and each page better than the preceding one.
7. Keep this Compendium neat and clean.
8. Do not be satisfied until your writing is as good as the Grade Standard shown on page 48.
9. Always sit in good position, hold your pen correctly, and write with freedom. Study the pictures on page 2.
10. Study and practise quite often the letter forms and figures shown on page 3.
11. Study the Score Card on the inside front cover. Your teacher will help you to mark it each month. I wish you success.

Yours sincerely,

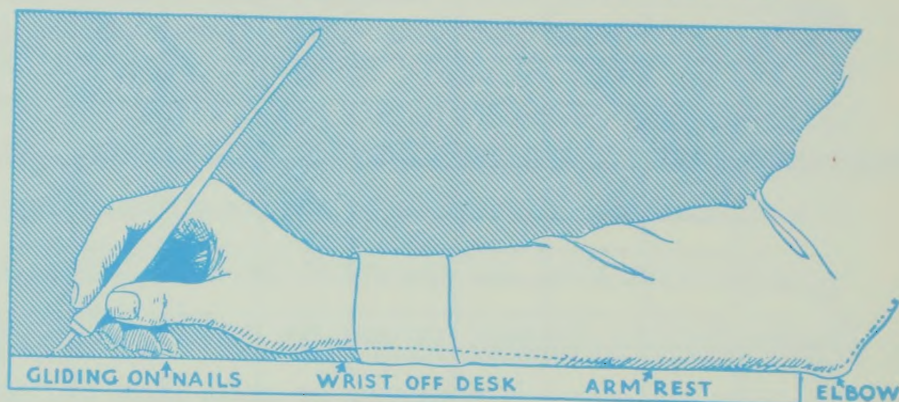
H. B. MacLean



Correct Posture

STUDY THESE PICTURES

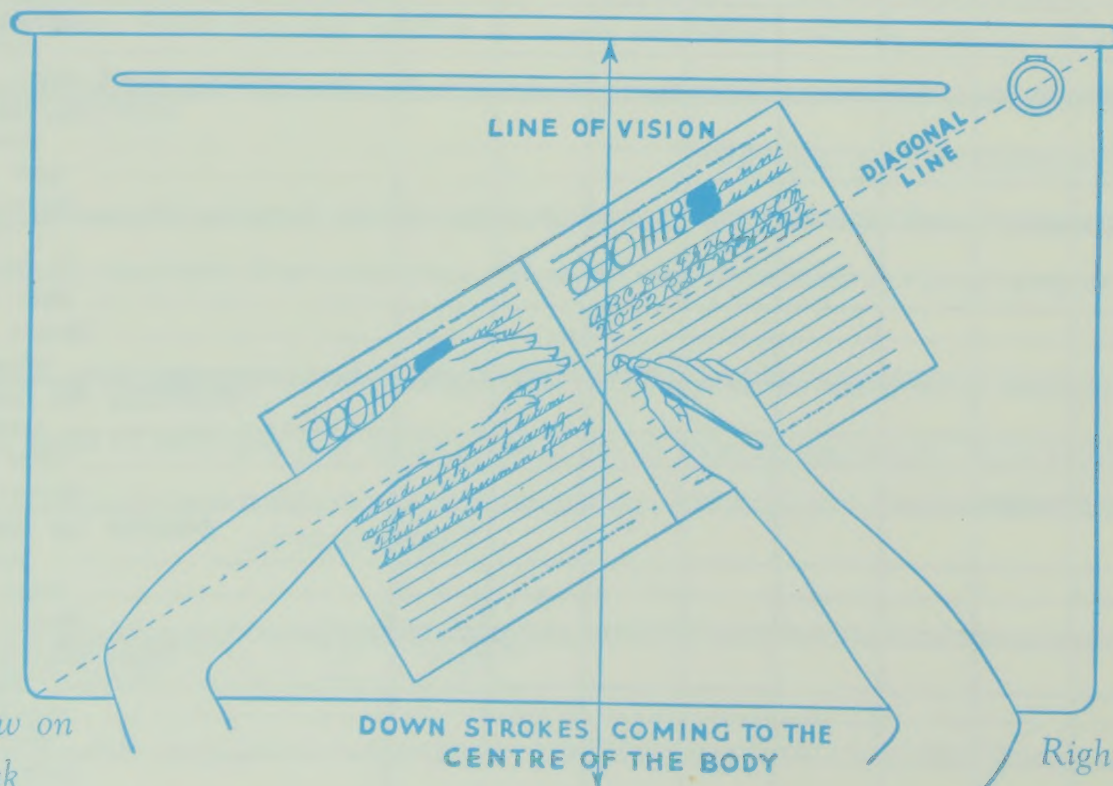
Sit erect. Hold your pen lightly. Keep your wrist up. Glide on the finger nails. Write with freedom.



Position of Arm, Hand, and Pen

HOW TO PLACE YOUR WRITING COMPENDIUM

Study
this
drawing.



Hold
your
book
and
arms
as
shown.

Left elbow on
the desk

Right elbow slightly
off the desk

MacLean Method Letters Grade 6

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m

n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0

Study and practise these forms. Capitals and upper-loop letters should be made about three-quarters of a space high; the **t**, **d**, and **p** about one-half space; the lower-loops about one-half a space; the **r** and **s** about one-third space; and all other letters about one-quarter of a space. The figures should be made

about one-third of a space high—note the size of the **6**, **7**, and **9**. You may write the **a**, **d**, **g**, **o**, and **q** with or without the overturn starting stroke. The latter method saves time and space. Lessons on all letters and figures are outlined in this Compendium.



Study the formation of these letters which you use so often. Practise each one till you can write it well.

Frequency of Letters

The letters most frequently used are
e, t, a, n, r, s, h. Do not the i and
loop the c. The m should have
rounded tops. Do not confuse o and a.

These are the letter combinations most frequently used. Study the letters and the connecting curves.

Common Digraphs and Trigraphs
th er on an re he in ed nd ha
at er es of or nt ea te to st st is
the and tha int ion io founde has
nce eat tis oft sth men

Does your writing contain any of these faults? If so, try to correct them. Study and practise the last paragraph.

Common Errors in Writing
Too much slant Irregular slant
Spacing too wide Not enough
spacing Irregular spacing Faulty
alignment Too much pressure

This sample illustrates correct size,
slant, spacing, pressure, letter
formation, and alignment.

Try to follow the advice given here. Memorize this paragraph. Try to write it well in about three minutes.

Do your best writing in all your
written work. In this way you will
make rapid progress and in a good
position and relax your muscles. Keep
your wrist up and let your right hand
glide freely on the rule of the last
two fingers. Study very closely the
small letters, words, and sentences in
this manual.

Capital letters should be legible, simple, and artistic. Study these and also the optional forms on page 38.

A Study in Capitals and Abbreviations
Victoria, B.C. Charlottetown, P.E.I.
Halifax, N.S. Edmonton, Alta.
Moncton, N.B. Fredericton, N.B.
Stamford, Man. Quebec, P.Q.
Regina, Sask. Montreal, Que.
Calgary, Alta. Town of Canada
Toronto, Ont. St. John's, Nfld.

Accuracy is essential in the making of figures. Study and practise these forms and always make them carefully.

Arithmetic

1 2 3 4 5 6 7 8 9 0

1 2 3 4 5 6 7 8 9 0

1 2 3 4 5 6 7 8 9 0

1 2 3 4 5 6 7 8 9 0

1 2 3 8
4 5 6
7 8 9
0 1 2
3 4 5
6 5 4

$$45 - 3 = 15$$

$$14 \times 7 = 98$$

$$96 + 14 = 110$$

$$\frac{3}{4} + \frac{2}{3} = 1\frac{5}{12}$$

$$74 - 26 = 48$$

$$\frac{4}{5} - \frac{1}{2} = \frac{3}{10}$$

1 2 3 4 5 6
7 8 9 0 1 2
3 4 5 6 7 8
9 0 1 2 3 4

Be careful in your spelling and your writing. Practise these words. Loop the e's and dot the i's. Write smoothly.

Spelling Lesson

portal

retire

separate

quarrel

vacation

committee

sage

rhythm

February

sage

twelfth

judgment

study

recess

Wednesday

oblige

grammar

government

prince

convention

acknowledge

Be sure to record a sample of your writing on page 4 at the end of the first term. Do your best to improve.

The Right Work in the Right Place
We should have given carefully
your writing at different times when
I taught my dog to lay down.
Lay the book on the desk.
Place the blind man's cane over the
table. He has hardly any more in spelling.
I have left lunch and put books

Business letters should be brief, courteous, and well written. Study the arrangement and the writing of this model.

Saint John, N.B.,
Jan 1, 1911.

The Aviation School,
Ottawa, Ont.

Dear Sirs:

I am interested in learning to
fly. Will you please send me full
particulars regarding your school.
Yours very truly

Study the models on the opposite page. Use this page for practice. Write *freely* and *neatly*. Do not waste space.

After a practice lesson, write as well as you can in the spaces under the models on the opposite page.

Formal letters should have dignity and legibility. Study the form and general arrangement of this model.

The people and teachers of the
Saint Joseph School
request the honour of the presence of
Mr and Mrs Roy Carr
at a lawn party at the school on
Wednesday June twentieth nineteen
hundred and _____ from
four to six o'clock.

R S V P

Good writing shows as much "character" as bad writing. Legibility is the chief characteristic of good writing.

Character Education

The development of sound moral character involves:

Knowledge of what is right and wrong;
awareness of moral principles and the reasons for them; right attitudes and desires; an appreciation of the qualities of good character in self and others; habits of right conduct

Choose letter forms that are legible and simple in formation. Variety, consistent with legibility, is desirable.

Optional Forms - Combinations

A A B B B B C C D D E E E F
G G G G H H H H I I I I J
K L L M M N N N O P P P Q
R R S S T T T T U U V V W
X X X X Y Y Y Y Z Z Z Z

Legibility is essential in writing telegrams. Study form and arrangement. Make figures very carefully.

CLASS OF SERVICE DESIRED	
Full Rate Message	
Day Letter	
Night Message	
Night Letter	<input checked="" type="checkbox"/>

Persons should note that if they
do not mark the class of service desired,
OTHERWISE THE MESSAGE
WILL BE TRANSMITTED AS
A FULL-RATE TELEGRAM.

ATLANTIC-PACIFIC TELEGRAPHS

Form 6101, replacing Form 2A

Exclusive Connection
with
BRITISH UNION
TELEGRAPH CO.
Cable Service
to all the World
Money Transferred
by Telegraph

RECEIVER'S No.	TIME FILED	CHECK

Send the following message, subject to the terms on back hereof, which are hereby agreed to

To *Mrs. F. H. Lee* *August 7* 19

451 Park Ave. New York, N.Y.

*Will arrive Monday evening, August
eighth at seven o'clock. Expect to
stay two weeks. Love to all.*

Frank.

Study the forms of letters and the arrangement and spacing in this letter. Practise letters you find difficult.

Joseph Howe School
Halifax, N.S.
June 19

Mr H B McLean
Vancouver, B.C.

Dear Sir,

I have finished my course in Grade
Six of the McLean Method of Writing.
This is a sample of my best writing.
I hope you think it is up to the
required standard.

Yours sincerely,
Rafael

Your teacher will explain how you may obtain a Writing Certificate if you wish to get one.

This is good writing for a pupil in Grade VI. Practise writing these sentences (but do not copy the writing), then write them under this sample. Compare your writing with this Grade VI. standard. Is it as good? If so, you are making good progress. If not, you should study and practise until your writing is as good as this.

MacLean Method of Writing

I hope that the standard of my work is sufficiently high to warrant your granting me a Writing Certificate.

Yours sincerely,

LETTERING

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z - 1 2 3 4 5 6 7 8 9 0

For Map-Lettering, Drawings, Titles, Labels, Etc.

Lettering may be vertical if desired - A B C D E Etc.

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